



USAID | MOLDOVA

FROM THE AMERICAN PEOPLE

Issuance Date: July 22, 2009
Deadline for Questions: August 7, 2009, 05:00PM Kyiv, Ukraine local time
Closing Date and Time: August 25, 2009, 05:00PM Kyiv, Ukraine local time

Subject: Request for Applications (RFA) 121-09-003
Title: Civil Society Strengthening Program in Moldova

The United States Agency for International Development (USAID), is seeking applications (proposals for funding) from U.S. or non-U.S. non-profit or for-profit nongovernmental organizations (NGOs), and other qualified non-USG organizations to implement the Civil Society Strengthening Program in Moldova. Please refer to the Program Description (RFA section C) for a complete statement of goals and expected results. The authority for this RFA is found in the Foreign Assistance Act of 1961, as amended.

Subject to the availability of funds, USAID plans to provide a maximum of \$4,500,000 to be allocated over a three-year period. USAID intends to award a single cooperative agreement as a result of this solicitation. Cost sharing is required at 5%.

Pursuant to 22 CFR 226.81, it is USAID policy not to award profit under assistance instruments. However, all reasonable, allocable, and allowable expenses, both direct and indirect, which are related to the program and are in accordance with applicable cost standards (22 CFR 226, plus OMB Circular A-122 for non-profit organizations, OMB Circular A-21 for universities, and the Federal Acquisition Regulation Part 31 for for-profit organizations), may be paid under the award. USAID reserves the right to fund any or none of the applications submitted.

For the purposes of this program, this RFA is being issued and consists of this cover letter and the following:

1. Section A - Application Format;
2. Section B - Selection Criteria;
3. Section C - Program Description;
4. Section D - Certifications, Assurances, and Other Statements of Applicant/Recipient; and
5. Section E - Annexes (List of Analytical Resources)

To be eligible for award, the applicant must provide all required information in its application, including the requirements found in any attachments to this www.grants.gov opportunity. Any future amendments to this RFA can be downloaded from www.grants.gov. It is the responsibility of the recipient of the application document to ensure that it has been received from www.grants.gov in its entirety.

If you decide to submit an application, it must be received by the closing date and time indicated at the top of this cover letter at the place designated for receipt of applications. See RFA Section A.I.b regarding late applications. Applicants should take account of the expected delivery time required by the application transmission methods, and are responsible to ensure that applications are received at USAID in Kyiv by the due date and time specified above.

Applicants shall confirm with the undersigned that their submissions were successfully received by the required due date and time. Applicants are requested to submit the technical and cost portions of their applications in separate volumes so that they may be reviewed separately. Applicants should retain for their records one copy of all enclosures which accompany their application.

Award will be made to that responsible applicant(s) whose application(s) best meets the requirements of this RFA and the selection criteria contained herein. Issuance of this RFA does not constitute an award commitment on the part of USAID, nor does it commit USAID to pay for costs incurred in the preparation and submission of an application. Further, USAID reserves the right to reject any or all applications received. In addition, final award of any resultant cooperative agreement cannot be made until funds have been fully appropriated, allocated, and committed through internal USAID procedures. While it is anticipated that these procedures will be successfully completed, potential applicants are hereby notified of these requirements and conditions for award. Applications are submitted at the risk of the applicant, and all preparation and submission costs are at the applicant's expense.

In the event of any inconsistency between the sections comprising this RFA, it shall be resolved by the following order of precedence:

- (a) Section B - Selection Criteria;
- (b) Section A - Application Format;
- (c) Section C - The Program Description; and
- (d) This Cover Letter.

Applicants shall upload applications to www.grants.gov and shall also submit hard copies.

1. Hard copy submission: Applications and modifications thereof shall be submitted in envelopes with the name and address of the applicant and the RFA number (referenced above) inscribed thereon, to:

(By U.S. Mail)
Svetlana Podeyko, Sr. Acquisition and Assistance Specialist
USAID/RCO
5850 Kyiv Place
Washington, D.C. 20521-5850

(By All Other Means of Delivery)
Svetlana Podeyko, Sr. Acquisition and Assistance Specialist
U.S. Agency for International Development
19 Nyzhniy Val Street, 04071 Kyiv
Ukraine

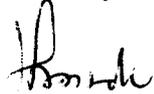
2. Electronic submission through www.grants.gov: Complete Application packages shall be submitted electronically through [grants.gov](http://www.grants.gov), and must be received no later than the closing date and time, August 25, 2009, 05:00PM Kyiv, Ukraine local time. Applications shall be submitted in two separate parts: (a) technical and (b) cost or business application. Both the technical and cost portions of the application shall have a cover page which includes the point of contact for the organization, including name, title, address, phone and fax numbers and e-mail address. An electronic copy must be in **MS Word** format in Times New Roman Font size 11 with 1" margins on top, bottom, left and right. Budget spreadsheets **must** be in **Excel** format, signed pages in Word or PDF format.

Faxed applications are not acceptable.

Any questions concerning this RFA should be submitted in writing to the Sr. Acquisition and Assistance Specialist Svetlana Podeyko, via email at spodeyko@usaid.gov. The deadline for submitting questions is August 7, 2009, 5 p.m. Kyiv time.

Thank you for your interest in USAID programs.

Sincerely,



Philip Lamade
Regional Agreement Officer
USAID Regional Mission for Ukraine,
Moldova and Belarus

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SECTION A - APPLICATION FORMAT

I. PREPARATION AND SUBMISSION GUIDELINES

a. All applications received by the deadline will be reviewed for responsiveness and programmatic merit in accordance with the guidelines herein. Section B addresses the evaluation procedures for the applications. Applications shall be submitted in two separate parts: (a) technical, and (b) cost or business application. In addition to electronic submission via www.grants.gov, an original and two (4) hard copies of the technical application and an original and two (2) hard copies of the cost application shall be submitted as described in the cover letter of this RFA. Both the technical and cost portions of the application shall have a cover page which includes the point of contact for the organization, including name, title, address, phone and fax numbers and e-mail address.

b. Applications which are received late or are incomplete run the risk of not being considered in the review process. Such late or incomplete applications will be considered in USAID's sole discretion depending on the status of USAID's application review process as of the time of receipt and/or the quality of other applications received.

c. Applications should be prepared according to the structural format set forth below. Technical applications should be specific, complete and presented concisely. A lengthy application does not in and of itself constitute a well thought out application. Applications shall demonstrate the applicant's capabilities and expertise with respect to achieving the goals of this program. Applications should take into account the evaluation criteria found in Section B.

d. To facilitate the competitive review of the applications, applications should conform to the format prescribed below.

e. Preparation of Applications

1. Applicants are expected to review, understand, and comply with all aspects of this RFA. Failure to do so will be at the applicant's risk. An electronic copy **must** be in **MS Word** format in Times New Roman Font size 11 with 1" margins on top, bottom, left and right. Budget spreadsheets **must** be in **Excel** format, signed pages in Word or PDF format.
1. Each applicant shall furnish the information required by this RFA. On the hard copies of applications, the applicant shall sign the application and certifications and print or type its name on the cover page of the technical and cost applications. Erasures or other changes must be initialed by the person signing the application. Applications signed by an agent shall be accompanied by evidence of that agent's authority, unless that evidence has been previously furnished to the issuing office.
2. Applicants which include data that they do not want disclosed to the public for any purpose or used by the U.S. Government except for evaluation purposes should:

(i) Mark the title page with the following legend:

"This application includes data that shall not be disclosed outside the U.S. Government and shall not be duplicated, used, or disclosed - in whole or in part - for any purpose other than to evaluate this application. If, however, a grant is awarded to this applicant as a result of - or in connection with - the submission of this data, the U.S. Government shall have the right to duplicate, use, or disclose the data to the extent provided in the resulting grant. This restriction does not limit the U.S. Government's right to use information contained in this data if it is obtained from another source without restriction. The data subject to this restriction are contained in pages____."; and

(ii) Mark each sheet of data it wishes to restrict with the following legend:

"Use or disclosure of data contained on this sheet is subject to the restriction on the title page of this application."

Applicants shall acknowledge receipt of any amendment to this RFA by signing and returning the amendment. The Government must receive the acknowledgement by the time specified for receipt of applications.

Explanation to Prospective Applicants

Any prospective applicant desiring an explanation or interpretation of this RFA must request it in writing not later than August 7, 2009 to allow a reply to reach all prospective applicants before the submission of their applications. Oral explanations or instructions given before award of an Agreement will not be binding. Any information given to a prospective applicant concerning this RFA will be furnished promptly to all other prospective applicants as an amendment of this RFA, if that information is necessary in submitting applications or if the lack of it would be prejudicial to any other prospective applicants.

II. TECHNICAL APPLICATION FORMAT

The technical application will be the most important item of consideration in selection for award of the proposed cooperative agreement. Therefore, it should be specific, complete and concise. The technical application should be divided into nine sections as presented below and separated by tabs, and should **not exceed 40 pages** in length, exclusive of resumes, past performance references and other appendices. Elaborate art work, expensive paper and bindings, and expensive visual and other presentation aids are neither necessary nor wanted.

- a. Technical Approach
- b. Gender Statement
- c. Implementation Plan
- d. Staffing Plan
- e. Performance Monitoring and Evaluation Plan (PMEP)

- f. Institutional Capability
- g. Past Performance References
- h. Branding Strategy and Marking Plan
- i. Environmental Compliance
- j. Annexes

a. Technical Approach

The technical approach must set forth in detail the conceptual approach, methodology and techniques for the accomplishment of the stated objectives, taking into consideration the special considerations stated in this RFA. The rationale for the appropriateness of the suggested approach in Moldova should be provided. The technical approach must clearly demonstrate the application of innovative tools and lessons learned from other programs, including programs in Moldova, where appropriate. It must also clearly demonstrate plans to build local Moldovan NGOs and organizations' capacities to implement the proposed activities.

b. Gender Statement

It is important to note that USAID is committed to gender equality. The application should outline the most significant gender issues related to civil society in Moldova by reflecting on the following questions: (i) are men and women involved or affected differently by the context or work to be undertaken? (ii) If so, how will this difference be addressed during program implementation?

Gender considerations should be integrated into the project activities, ensuring that men and women both benefit from USAID support and that gender awareness is a build-in component of the project activities. The program shall ensure that 1) women and men have the same opportunities and are treated identically and without discrimination; 2) resources are fairly distributed, taking into account the different needs of women and men; 3) the wide-ranging societal, political and economic effects of differences in gender roles is taken into account. Applicants should ensure that the program's monitoring and performance management system acknowledges the impact of gender relations on project results and the impact of program activities on gender relations. Data collected for project performance indicators must be disaggregated by gender as appropriate.

c. Implementation Plan

Applicants shall submit a draft implementation plan for the entire period of performance which should clearly outline links between the proposed results, conceptual approach, performance milestones, and a realistic timeline for achieving the semi-annual, annual, and end-of-program results. The implementation plan serves several purposes including a guide to program implementation, a demonstration of links between activities, strategic objectives and intended results, a basis for budget estimates and the foundation for the monitoring and evaluation plan.

The implementation plan, at a minimum, shall include:

- Brief situation analysis in the context of what other donors and implementing partners and host-country governments are contributing;

- Life-of-program results;
- Milestones (or benchmarks) toward achieving those results over the duration of the program;
- Partner involvement and contributions to achieving the results;
- Timeline.

d. Staffing Plan

Applicants must submit a detailed Staffing Plan for USAID's review. Staffing Plans must, as a minimum, address the following:

- Placement of the program team within the larger organization(s); Program organizational charts with linkages to the key staff's parent organization are recommended.
- Identification of key personnel and long-term staff, including their technical and managerial roles and responsibilities and qualifications and abilities of proposed key personnel relevant to successful implementation of the proposed technical approach. Note: only the Chief of Party and Deputy Chief of Party will be designated as Key Personnel under the resulting award.
- A clear chain of authority on the project/program team, including subawardee staff;
- A clear line of communication and reporting which allows for early identification and proposed resolution of problems by the prime awardee and provision of related information to USAID;
- A clear, regular, and concrete means of communication between program staff in the field and their backstop officers in the headquarters office that functions without creating unnecessary overlap;
- A clear, regular, and concrete means of communication between the prime recipient and its subawardees which ensures a cohesive working relationship and achievement of results;
- A use of both international and regional and Moldovan expertise, with attention to gender balance, and the development of indigenous Moldovan capacity.
- The method of identifying sub awardees, and the tasks/functions they will be performing. Applicants shall state whether or not they have existing relationships with these other organizations and the nature of the relationship (e.g., subgrantee, subcontractor, partnership, etc) and shall discuss the technical resources and expertise of proposed subcontract/subrecipient organizations.
- A regular means of informal communication with the Agreement Officer Technical Representative (AOTR), in addition to the required programmatic and financial reporting.

e. Performance Monitoring and Evaluation Plan (PMEP)

The application shall contain a detailed illustrative Performance Monitoring and Evaluation Plan (PMEP) for the indicators proposed in the Program Description, Section IV.B (page 19) (several indicators are listed). Applicants are encouraged to propose other indicators which will assist in managing project performance. The PMEP shall contain project objectives and results, performance indicators, data sources and collection methods, baseline information or a timeline for collecting it, targets, and names of responsible individuals. Performance indicators should comply with the following criteria: direct, objective, practical, adequate, and useful in managing for results. PMEP data should be based on fiscal year calendar.

The PMEP will have the following suggested structure:

- A list of key project objectives, expected results and project outputs (output is a count of services delivered or items produced) as well as a brief description of the linkages between the project's outputs and its expected results. It should describe assumptions being made about the relationship of the activity to the required result.
- Definition and detailed description of the performance indicators to be tracked including: unit of measure and disaggregation by gender, as appropriate and feasible; justification/management utility; annual baselines/targets; schedule for data collection; individual responsibility for data collection and detailed plans for data analysis, review and reporting.

f. Institutional Capability

Applicants must provide evidence of their technical and managerial resources and expertise (or their ability to obtain such) in program management, grants management and training, as well as their experience in managing similar programs in the past. Information in this section should include (but is not limited to) the following:

- Brief description of organizational history/expertise;
- Past experience and examples of accomplishments in developing and implementing similar programs;
- Relevant experience with proposed approaches;
- Institutional strength as represented by the breadth and depth of experienced personnel in project relevant disciplines/areas;
- Sub-awardee or subcontractor capabilities and expertise; and
- Financial controls.

g. Past Performance References

Applicants must describe all contracts, grants and cooperative agreements which the organization, both the primary applicant as well as any substantive sub-grantees, has implemented involving similar or related programs over the past three years. Please include the following: name and address of the organization for which the work was performed; current telephone number and e-mail address of responsible representative of the organization for which the work was performed; contract/grant name and number (if any), and beginning and ending dates; brief description of the project/assistance activity.

h. Branding Strategy and Marking Plan

USAID's framework legislation, the Foreign Assistance Act of 1961, as amended, section 641, requires that all programs under the Foreign Assistance Act be identified appropriately overseas as "American Aid." Applicants are required to submit a branding strategy and marking plan. Agency branding and marking guidance can be found at <http://www.usaid.gov/branding/> and at <http://www.usaid.gov/policy/ads/300/320.pdf>.

i. Environmental Compliance

The Foreign Assistance Act of 1961, as amended, Section 117 requires that the impact of USAID's activities on the environment be considered and that USAID include environmental sustainability as a central consideration in designing and carrying out its development programs. This mandate is codified in Federal Regulations (22 CFR 216) and in USAID's Automated Directives System (ADS) Parts 201.5.10g and 204 (<http://www.usaid.gov/policy/ADS/200/>), which, in part, require that the potential environmental impacts of USAID-financed activities are identified prior to a final decision to proceed and that appropriate environmental safeguards are adopted for all activities. Applicant's environmental compliance obligations under these regulations and procedures are as follows:

-- The recipient must comply with host country environmental regulations unless otherwise directed in writing by USAID. In case of conflict between host country and USAID regulations, the latter shall govern.

-- No activity funded under this award will be implemented unless an environmental threshold determination, as defined by 22 CFR 216, has been reached for that activity, as documented in a Request for Categorical Exclusion (RCE), Initial Environmental Examination (IEE), or Environmental Assessment (EA) duly signed by the Bureau Environmental Officer (BEO). (Hereinafter, such documents are described as "approved Regulation 216 environmental documentation.")

-- An Initial Environmental Examination (IEE), attached at Section E, has been approved for program funding under this RFA. The IEE covers activities expected to be implemented under this award. USAID has determined that a Negative Determination with conditions applies to one or more of the proposed activities. This indicates that if these activities are implemented subject to the specified conditions, they are expected to have no significant adverse effect on the environment. The Applicant shall be responsible for implementing all IEE conditions pertaining to activities to be funded under this solicitation.

-- As part of its initial Implementation Plan, and all Annual Implementation Plans thereafter, the Recipient, in collaboration with the USAID Agreement Officer Technical Representative and Mission Environmental Officer or Bureau Environmental Officer, as appropriate, shall review all ongoing and planned activities under this award to determine if they are within the scope of the approved Regulation 216 environmental documentation.

-- If the Recipient plans any new activities outside the scope of the approved Regulation 216 environmental documentation, it shall prepare an amendment to the documentation for USAID review and approval. No such new activities shall be undertaken prior to receiving written USAID approval of environmental documentation amendments.

-- Any ongoing activities found to be outside the scope of the approved Regulation 216 environmental documentation shall be halted until an amendment to the documentation is submitted and written approval is received from USAID.

j. Annexes

In the annex the applicant shall include resumes for all key personnel candidates. Resumes may not exceed three pages in length and shall be in chronological order starting with most recent experience. Each resume shall be accompanied by a SIGNED letter of commitment from each candidate indicating his/her: (a) availability to serve in the stated position, in terms of days after award; (b) intention to serve for a stated term of the service; and (c) agreement to the compensation levels which correspond to the levels set forth in the cost application. As references may be checked for all proposed long-term personnel, a minimum of four references for each proposed long-term person is strongly recommended. Applicants should provide current phone, fax and email address for each reference contact. Applicants shall also include signed letters of commitment for sub awardees and any partners that will have significant role in the implementation of the proposed project.

III. COST APPLICATION FORMAT

The cost or business application is to be submitted under separate cover from the technical application. Certain documents are required to be submitted by an applicant in order for an Agreement Officer to ensure that costs are in compliance with OMB and USAID policies, that they are justified for each element of the program, and to facilitate a determination of responsibility. While there is no page limit for this portion, applicants are encouraged to be as concise as possible, while also providing the necessary detail for USAID to make informed judgments and decisions. The following sections describe the documentation that applicants for assistance awards must submit to USAID prior to award.

a. Budget

The budget should include an accompanying budget narrative which provides in detail the total costs for implementation of the program your organization is proposing. The budget should be submitted using Standard Forms 424, 424A and 424B which can be downloaded from the USAID web site at: http://www.grants.gov/agencies/aapproved_standard_forms.jsp#1, and accompanied by a spreadsheet showing the components of each element of cost, and a narrative providing support for the proposed costs. At a minimum the budget and supporting documentation should include:

- The breakdown of all costs according to each partner organization (or sub-awardee) involved in the program, in the format described herein.
- The costs associated with home office, expatriate, and local in-country labor, i.e. identification of positions, daily or hourly compensation, hours/days to be worked, etc.
- A breakdown of all other direct costs, to include cost elements (communications, office supplies, equipment, vehicles, office rent, subcontracting, etc.), unit of measure (monthly estimate, cost per unit), number of units, basis of the estimate and programmatic need for the expenditure. [Note: The authorized geographic code for the procurement of goods and services under this award will be 000 (United States) and 110 (NIS, Eurasia Region), which countries are enumerated in ADS 260.]
- Details of travel, per diem and other transportation expenses, to include the number of international trips, expected itineraries, cost of travel, number of per diem days and per diem rates.

- Indication of the amount of funds to be set aside for small grants to Ukrainian organizations (if applicable).
- Support for any indirect costs and fringe benefits charged by the prime and all sub partners.
- Support for proposed cost sharing contributions, documented in accordance with 22 CFR 226.23.
- Applicants will be expected to cost-share a minimum of 5% of the program's cost.

b. Other Required Documents

In addition to the requirements for the budget described above, the business or cost application submission should also include the following:

- A current Negotiated Indirect Cost Rate Agreement (NICRA).
- Any required certifications and representations (as stated in the Section D).
- Certificate of Compliance: Please submit a copy of your Certificate of Compliance if your organization's systems have been certified by USAID/Washington's Office of Acquisition and Assistance.

Applicants who have never received a grant, cooperative agreement or contract from the U.S. Government shall also submit the following information:

- Copies of the applicant's financial reports for the previous 3-year period, which have been audited by a certified public accountant or other auditor satisfactory to USAID;
- A projected annual budget, annual cash flow projection and organizational chart;
- A copy of the organization's accounting manual.

Applicants should also submit any additional evidence of responsibility deemed necessary for the Agreement Officer to make a determination of responsibility. The information submitted should substantiate that the Applicant:

- Has adequate financial resources or the ability to obtain such resources as required during the performance of the award;
- Has the ability to comply with the award conditions, taking into account all existing and currently prospective commitments of the applicant, nongovernmental and governmental;
- Has a satisfactory record of performance. Past relevant unsatisfactory performance is ordinarily sufficient to justify a finding of non-responsibility, unless there is clear evidence of subsequent satisfactory performance;
- Has a satisfactory record of integrity and business ethics; and
- Is otherwise qualified and eligible to receive a grant under applicable laws and regulations (e.g., EEO).

IV. COOPERATIVE AGREEMENT AWARD

The Agreement Officer may conduct negotiations with one or more applicants but reserves the right to make an award without discussions. USAID's objective is to award a cooperative agreement to the

organization or consortium whose application is in USAID's sole discretion the most likely to achieve USAID's goals as described in the RFA. The awardee will be the applicant whose application is determined by the agreement officer to be the most advantageous to the United States Government.

Negotiations or discussions conducted after receipt of an application do not constitute a rejection or counteroffer by the Government. Neither financial data submitted with an application nor representations concerning facilities or financing will form a part of the resulting cooperative agreement unless explicitly stated otherwise in the agreement.

To be eligible for award of a cooperative agreement, in addition to other conditions of this RFA, organizations must have a politically neutral humanitarian mandate, a commitment to non-discrimination with respect to beneficiaries, and adherence to equal opportunity employment practices. Non-discrimination includes equal treatment without regard to race, religion, ethnicity, gender, age, and political affiliation.

Applicants are reminded that U.S. Executive Orders and U.S. law prohibits transactions with, and the provision of resources and support to, individuals and organizations associated with terrorism. It is the legal responsibility of the recipient to ensure compliance with these Executive Orders and laws. This provision must be included in all subcontracts/subawards issued under this contract/agreement.

V. AUTHORITY TO OBLIGATE THE GOVERNMENT

The Agreement Officer is the only individual who may legally commit the Government to the expenditure of public funds. No costs chargeable to the proposed agreement may be incurred before receipt of either a fully executed Agreement or a specific written authorization from the Agreement Officer.

VI. APPLICABLE REGULATIONS & REFERENCES

Mandatory Standard Provisions for U.S., Nongovernmental Recipients

<http://www.usaid.gov/pubs/ads/300/303maa.pdf>

22 CFR 226 (http://www.access.gpo.gov/nara/cfr/waisidx_02/22cfr226_02.html)

OMB Circular A-122

OMB Circular A-110

Federal Grants and Cooperative Agreement Act

ADS Series 300 Acquisition and Assistance (<http://www.usaid.gov/pubs/ads/>)

SECTION B - SELECTION CRITERIA

The criteria presented below have been tailored to the requirements of this RFA. Applicants should note that these criteria serve to identify the significant issues to be addressed in their applications, and to set standards against which all applications will be evaluated. While the point system described below is a guide to determining award, it does not bind the discretion of the Agreement Officer to make award to the most advantageous applicant.

I. TECHNICAL EVALUATION CRITERIA

The technical application will be evaluated as follows:

Technical Approach (55 points)

- A. Extent to which the application sets forth a clear, justifiable and technically sound course of action to achieve the program objectives and anticipated results **(20 points)**;
- B. Extent to which the Applicant demonstrates knowledge and understanding of the issues and challenges faced by Moldovan civil society organizations (CSOs) and the appropriateness of the suggested approach(es) to the Moldovan context in accomplishing program objectives **(7 points)**;
- C. Extent to which application includes a solid strategy for implementing activities in Transnistria **(3 points)**;
- D. Extent to which the application demonstrates original, creative, and innovative approaches and lessons learned reflected in the proposed approach **(10 points)**;
- E. Extent to which gender and gender issues are meaningfully identified and addressed, including plans to ensure attention to such issues during implementation of the award **(5 points)**;
- F. Extent of clarity, appropriateness and soundness of an illustrative Performance Monitoring and Evaluation Plan (PMEP) for planning, managing and documenting how performance data will be collected and used, including a list of key project objectives, expected results and project outputs, a definition of the performance indicators to be tracked (with units of measure and disaggregation by gender, as appropriate and feasible), a plan for collecting base-line and follow-on data, and information on activities to be monitored under the PMEP, including how activities will be linked to achieving required program results, methods to be used for monitoring activities and collecting indicator results, an illustrative schedule for monitoring activities and a plan for oversight and verification of monitoring conducted by field staff **(5 points)** and
- G. Extent to which the application demonstrates a clear plan for an effective, rapid launch of project activities **(5 points)**.

Project Team (25 points)

- A. Experience and performance of the key personnel in managing complex civil society programs, particularly in transitional countries; their experience in building and effectively supervising a diverse team of employees; their expertise in democracy programming, civil society strengthening and related legal reforms; demonstrated effective interpersonal skills, creative problem-solving and ethical management; and prior international experience in working international donors, preferable in Eastern Europe **(15 points)**; and
- B. Appropriateness of the composition and organizational structure of the in-country and home-office project team, including a clear, sound and effective staffing pattern with roles and responsibilities among different positions adequately delineated including use of qualified local personnel proposed as a integral part of the applicant's workforce. **(10 points)**.

Institutional Capacity and Past Performance (20 points)

- A. Demonstrated organizational knowledge, capability and past performance of the applicant in planning, managing and monitoring similar civil society programs **(10 points)**;
- B. Demonstrated organizational knowledge, capability and past performance of any proposed implementing partners (i.e. proposed sub-grantees and sub-contractors) in successfully planning, managing and monitoring similar programs **(5 points)**; and
- C. Demonstrated knowledge, capability and past performance of the applicant in quickly and effectively staffing a project and launching program activities **(5 points)**.

USAID reserves the right to obtain past performance information from other sources beyond those named in the application

Total (Technical Evaluation Criteria)

100 Points

II. COST EVALUATION

Cost has not been assigned a score but will be evaluated for cost reasonableness, allocability, allowability, cost effectiveness and realism, adequacy of budget detail and financial feasibility and cost sharing. The minimum requested cost sharing for this award is 5%. Applicants that do not meet this requirement will not be considered for this award.

While cost may be a determining factor in the final award(s) decision, especially between closely ranked applicants, the technical merit of applications is substantially more important under this RFA. The percentage of funds spent on programming versus administrative costs will be taken into consideration, i.e. the cost of staff salaries, equipment, and facilities vs. costs of field activities and interventions that directly impact the target beneficiaries.

An analysis of the proposed cost will be conducted to determine the validity and the extent to which it reflects performance addressed in the technical application. An assessment will be made of the

applicant's capability to accomplish the objectives within the estimated cost proposed. The cost application will be used as an aid to determine the applicant's understanding of Technical Requirements.

To aid in evaluating cost realism, a cost proposal format has been provided in the Annex section of this RFA. While it is not required, the Government requests that you use it when submitting the Cost Application required by this Section.

SECTION C – PROGRAM DESCRIPTION

I. EXECUTIVE SUMMARY

The Moldova Civil Society Strengthening Program aims to help strengthen representative democracy in Moldova through support for a constituent-driven, financially viable civil society sector.

The proposed program shifts from previous donor-driven approaches to civil society assistance to a focus on the provision of hands-on, on-site technical assistance towards:

- Enhancing the skills of civil society organizations to effectively represent citizen interests
- Improving the governance and management of civil society organizations
- Strengthening the legal and fiscal framework for civil society
- Promoting the diversification of financial resources available to civil society organizations

It is envisioned that technical assistance will follow a two-track method in which 1) civil society organizations will competitively apply to receive on-site mentoring in targeted areas and 2) the program will coordinate with other donors to provide related institutional and programmatic grant support.

Expected results include the passage and implementation of key laws and regulations necessary for the sustainability of civil society, a wider pool of civil society organizations benefiting from multiple funding sources, and an increased number of civil society organizations demonstrating the ability to respond to the needs of citizens and earn the support of individuals, businesses, and the government.

II. LINK TO STRATEGIC FRAMEWORK

Program Objective: 2 – Governing Justly and Democratically (GJD)
Program Area: 2.4 – Civil Society
Program Element: 2.4.1 – Civic Participation

The top foreign assistance priority of the United States Government (USG) in Moldova is governing justly and democratically. The overall goal of democracy programming in Moldova is to support Moldova's movement toward acceptance of EU norms by promoting a more decentralized, participatory, and democratic political environment. A representative, financially and institutionally sustainable civil society sector is essential to the growth of participatory democratic governance, therefore, USAID/Moldova will provide support to enhance the role of civil society organizations as necessary and vital actors in a democratic society.

III. DEVELOPMENT CONTEXT

A. Overview

Since its independence in 1991, Moldova has faced a number of significant challenges, including high rates of poverty and emigration, the centralization of power within a strong executive government, a

weak national identity caught between Europe and Russia, and a threat to territorial integrity from the self-declared regime in the region of Transnistria.

The resulting landscape has left a citizenry more concerned with the basic needs of survival than with its institutionalized alienation from participating in the country's development and reform. The inability of local governments to control their own resources, the fractionalization of personality-based political parties, and the dominance of government-affiliated media leave the citizens of Moldova with few channels of representation in the decision-making process.

Like independent media and political parties, civil society organizations play a vital role as intermediaries between citizens and government. They serve as vehicles for mobilizing civic engagement, providing community services, articulating public concerns, advocating for policy changes, monitoring the implementation of laws, and acting as watchdogs of government performance.

Moldova's civil society remains ill-equipped to play this role. A funding structure in which most civil society organizations rely on grants from international donors has created an environment in which the activities of civil society follow the priorities set by international organizations rather than respond to the needs of local constituencies. As a consequence, civil society organizations remain detached from the public, limiting their ability to pursue targeted missions, mobilize support, generate trust, and ultimately, achieve their goals. The tendency of donors to fund short-term projects, rather than cover operational costs or provide technical assistance, further contributes to a third sector dominated by organizations with limited vision and weak institutional capacity. A legal and fiscal framework that does not encourage other methods of financing provides little opportunity or incentive to develop alternative resources of income – public, private, or self-generating – all of which would require organizations to cultivate stronger ties with their beneficiaries, build effective partnerships, and demonstrate their relevance.

B. Third Sector Analytical Summary

The past few years have seen an unprecedented growth in the number of civil society organizations in Moldova. There are now more than 7000 registered civil society organizations in the country, with roughly equal numbers in Chisinau and in the regions. Nearly half of Moldovan civil society organizations are active in social and educational sector work, though a majority of active civil society organizations implement a wide array of activities in order to secure a larger amount of donor funding.

While international donors have supported civil society in Moldova for years, much donor assistance has focused thematically rather than sectorally, which has encouraged Moldovan civil society organizations to maintain large, ill-focused missions. Only a very small subset of donor programs have looked to improve the overall operating environment for civil society; one such civil society strengthening program implemented by UNDP worked to improve the legal environment for civil society, develop corporate social responsibility as well as community foundations, promote social enterprises and support civil society advocacy initiatives, but this program ended in December 2008.

Similarly, previous USAID programs looked to Moldovan civil society organizations as “agents” or intermediaries for achieving other development objectives, e.g. preventing trafficking in persons, fighting HIV/AIDS, etc. To date, USAID Moldova has not sponsored programming whose specific

principal objective was to strengthen civil society organizations and improve their effectiveness as agents of progressive change in a democratic society.

Programming through the Millennium Challenge Corporation Threshold Country Program has supported civil society and media efforts to combat corruption and seeks to strengthen the involvement of non-governmental organizations in democratic reform. Other USAID-funded programming has focused on mobilizing citizens and community groups to address local problems through community development-style programming. Neither offers significant focused assistance to build the organizational capacity and effectiveness of civil society organizations.

The *Moldova Civil Society Strengthening Program* represents a shift in approach, from supporting selected civil society organizations in order to achieve assistance objectives to strengthening the foundations of civil society as a sector. It does so in the recognition that the third sector remains in need of fundamental reforms in its legal and fiscal framework in order to support the possibilities for a vibrant civil society following the end of international donor assistance. The recognition includes the necessity of assisting organizations in adopting constituency-driven approaches by which organizations effectively represent civic needs and interests; demonstrate their relevance and capabilities to other sectors of society; and earn the financial and moral support of individuals, businesses, and the government.

IV. PROGRAM DESCRIPTION

A. Project Purpose

To help strengthen representative democracy in Moldova through support for a constituent-driven, effective, financially viable civil society sector.

B. Objectives, Expected Results, and Distribution of Resources by Objectives

Objective 1 (35%)

NGOs better represent citizen interests.

Expected Result:

- NGOs are better able to articulate the interests of their constituencies and advocate for these interests with government entities.

Illustrative Indicators:

- Number of partner organizations with well-defined mission statements.
- Number of partner organizations who have increased constituent outreach, through the solicitation of community input or increasing volunteer participation.
- Number of partner organizations using some form of media to inform the public about their activities.

Objective 2 (35%)

NGOs are transparently governed and capably managed.

Expected Results:

- Improved organizational capacity, transparency and accountability of Moldovan NGOs.
- A positive change in Moldova's scores on the "organizational capacity" and "public image" components of the USAID's Europe and Eurasia (E&E) NGO Sustainability Index.
- An increased percentage of citizens who trust civil society organizations, according to the annual Barometer of Public Opinion, published by the Moldovan Institute for Public Policy.

Illustrative indicators:

- Number of partner organizations with democratic, decentralized governance structures.
- Number of partner organizations with comprehensive strategic plans.

Objective 3 (10%)

The relevant legislative framework for civil society approaches European standards.

Expected Result:

- A positive change in Moldova's score on the "legal environment" component of E&E NGO Sustainability Index.

Illustrative Indicator:

- Positive modifications to enabling legislation/regulation for civil society accomplished with USAID assistance.

Objective 4 (20%)

Civil society organizations are more financially sustainable and less dependent on foreign donors.

Expected Result:

- Improved capacities of NGOs to mobilize resources through leveraging public and private assistance, individual giving and development of income generating activities

Illustrative Indicators:

- Number of partner organizations with access to multiple sources of income.
- Number of sources of income of partner organizations.
- Number of partner organizations with transparent, complete financial control systems.

C. Illustrative Activities

To address the core challenges to civil society development in Moldova and to achieve its program objectives, the *Moldova Civil Society Strengthening* program shall focus on a set of mutually reinforcing activities that are to be implemented by regional and Moldovan partner NGOs via sub-awards wherever possible.

The recipient should consider the legacy of donor investments in the third sector made by previous programs. A number of indigenous organizations have benefited from donor assistance and have become important civil society actors across a range of issues and functions. As such, it is anticipated that the program will utilize the services of those Moldovan NGOs that are equipped to assume greater

role in localized assistance where possible. Where Moldovan NGOs lack the capacity to assume this role, it is anticipated that regional NGOs will be provided with sub-grants to build capacity in these areas.

The recipient should also take into account lessons learned from previous programs. For example, the Millennium Challenge Corporation (MCC) -funded civil society anti-corruption activity has confirmed the need for more training and technical assistance on institutional development, since the organizational capacity of NGOs across the board, especially in the regions, remains weak. This project, entitled Strengthening Civil Society Monitoring Capacity in Moldova, was implemented by the Academy for Educational Development (AED) with the technical support of IREX.

Illustrative activities, by objective, are listed below.

Objective 1: Developing the representational capacity of NGOs

The past few years have seen a positive shift in Moldovan Government attitudes toward cooperation with civil society, including the adoption of a Parliamentary Strategy for Collaboration with Civil Society, which provides opportunities for engagement with Parliamentary commissions in the drafting of legislation as well as for participation through working groups. The Office of the Prime Minister has also created a National Participation Council, through which civil society organizations and representatives can contribute their input.

Evidence suggests that civil society organizations are increasingly advocating at the national and local levels. However, many of these initiatives have been driven by donor funding and priorities, and have met with only lukewarm success. Weak indigenous impetus, lack of targeted media outreach, and failure to engage citizens and other partners may be among the reasons for the limited impact of such efforts. At a very basic level, Moldovan civil society currently lacks the trust of Moldovan citizens. According to the 2008 Barometer of Public Opinion published by the Moldovan Institute for Public Policy, 50% of the population has no trust in NGOs. This is due at least in part to the lack of information available to the public about NGOs and their activities; civil society has thus far failed to build a productive relationship with the media in Moldova, and for the most part contact continues to occur through press conferences. It should also be noted, however, that the donor-driven orientation of the sector, as well as the sector's lack of transparency and accountability to the public has also reinforced public perceptions of NGOs as "grant eaters".

In order to address this issue and take on the representative role Moldova needs them to play, Moldovan civil society organizations need to change the ways in which they operate. In particular, they will need to identify target audiences, address the needs of beneficiaries, develop a strategy to advocate for these needs, and demonstrate real results.

To address these challenges, the recipient will engage with civil society organizations across Moldova to deliver targeted technical assistance in a variety of self-defined areas, including:

- Fine-tuning missions, values, and goals
- Building and mobilizing constituencies
- Pursuing policy and reform agendas

- Improving public outreach and media relations

In order to build sustainable support for Moldovan civil society from the outset, wherever appropriate, the recipient will provide most of its support under this component through a Moldovan NGO, or a consortium of NGOs. The program should seek to coordinate with other similar programs. For instance, Soros Moldova will be undertaking a program to build the capacity of Moldovan organizations to provide advocacy training services in 2009-2010. The recipient will assess the current state of civil society across Moldova, as well as in Chisinau and in Transnistria to better define skill gaps between some of the more established NGOs operating in Chisinau and less established organizations.

The recipient will then deliver on-site technical assistance to organizations that would competitively apply to receive hands-on mentoring in targeted fields. The recipient will also develop partnerships with other grant programs to provide complementary technical assistance. The recipient shall develop a plan for selecting beneficiary organizations to receive technical assistance, including selection criteria to be used. The competition for technical assistance shall invite applications from any type of NGO (environmental, health, business, women's, consumer, etc.) proposing to undertake work to represent the interest of a defined constituency through advocacy at local, regional or national levels.

The recipient's technical assistance activities will include a focus on improving the skills of beneficiary organizations to plan and execute advocacy campaigns on behalf of their constituents. Activities could include facilitating the support of other donors, local governments and/or the business community for advocacy initiatives, in addition to targeted assistance in developing policy and reform agendas and campaigns as well as improving government and media relations and public outreach.

Objective 2: NGO Organizational Capacity and Institutional Development

Currently only a handful of Moldova's 7000 NGOs are considered to be leaders capable of advocating at the national level. Yet even these national NGOs continue to rely almost entirely on the work of one or two key staff members and lack basic skills in strategic planning, activity management and/or human resources development and management. Thus, the recipient shall provide technical assistance and training on organizational development to a competitively selected group of Moldovan NGOs. The primary group of beneficiaries for this effort will be partners under Objectives 1 and 4. When possible, the recipient will provide technical assistance and training support through Moldovan NGOs in order to maximize the use of local expertise and enhance local service provision.

The recipient shall carry out a program of organizational strengthening for the NGOs to be selected that focuses on increasing the capacity and sustainability of these organizations.

By the end of the program, the selected NGOs should demonstrate capability in several key institutional development areas, including:

- Democratic management structures and practices;
- Institutionalized strategic planning systems;
- Institutionalized systems of human resource management and development;
- Program design and management, including monitoring, evaluating and reporting on activities;
- Capacity to serve as a mentor/leader to other NGOs working in the same area;

- Ability to lead cooperation among NGOs working in the same area;
- Capacity to provide services and administer grants to other local organizations, as appropriate;
- Effective public relations skills; and
- Capacity to influence media policy through effective advocacy and lobbying techniques.

The recipient shall detail a strategy and plan to achieve the results specified above as well as the high-level program objective of transparently governed and capably managed NGOs. Activities shall include but should not be limited to the following:

- *Assessment and prioritization of institutional capacity strengthening needs of selected NGOs.* Applicants may use capacity-assessment tools presented in USAID’s paper entitled “Recent Practices in Monitoring and Evaluation Tip: Measuring Institutional Capacity,” which can be found at: http://dec.usaid.gov/index.cfm?p=search.getSqlResults&CFID=89906&CFTOKEN=56710520&p_searchtype=detailed&q_titleSx=Recent%20practices%20in%20monitoring%20and%20evaluation%20TIPS
- *Strengthening of the managerial, organizational, and programmatic capacity of selected NGOs.* Sub-activities may include, but are not limited to, the following:
 - developing capacity for strategic planning;
 - improving management processes;
 - improving internal governance;
 - increasing professionalism (clear roles and responsibilities, administrative rules and procedures, strategic organizational development);
 - improving quality of programs and services;
 - improving adherence to ethical standards;
 - improving monitoring, evaluation, and use of data for decision-making;
 - strengthening NGO networking capacity and collaboration with other organizations; and
 - improving NGO public image
- *Strengthening of the technical capacity of selected NGOs in key areas of importance for the broader civil society sector.* Selection of NGOs and sectors is subject to the approval of the USAID Agreement Officer Technical Representative (AOTR) in consultation with USAID/Moldova. Possible areas of activity include, but are not limited to, the following:
 - policy and advocacy support;
 - monitoring and watch-dog activities;
 - legal support, including efforts to harmonize legislation of importance to the sector;
 - training and consultancy for nascent NGOs; and
 - monitoring and evaluation, including the annual NGO Sustainability Index.

Objective 3: Legislative Framework, Legal Enabling Environment

The recipient shall support efforts by Moldovan civil society organizations, lawmakers, and others to improve legislation, regulations, and policies that affect the development of the sector. Moldova’s legal framework for civil society remains ambiguous and arbitrarily implemented; as a result the process of registration and changes in organizational status provide opportunities for administrative delay and

even harassment. Key legislation that would strengthen the status and prospects of the third sector has yet to be passed. Cumbersome tax procedures for both civil society organizations and potential corporate donors leave little incentive for public-private partnerships, and prohibitions on government contracting with civil society organizations for service provision further limits civil society opportunities for financial diversification. The current state of the legal enabling environment for civil society in Moldova impairs the future independence and viability of the sector; absent reform, the financial sustainability of the sector will remain handicapped and NGO operations will continue to be hampered by the inconsistent application of laws and regulations.

Various consortia have been advocating for changes to the enabling environment for civil society, including a law on public benefit organizations, a percentage law, and a law on voluntary activity. While individual members of the Government of Moldova have expressed their personal support for reforms, implementation of the reforms has been delayed; the Government of Moldova continues to review the drafts and it is at present unclear how the new government to be elected in July will prioritize reform of the civil society legal framework.

The recipient will work with Moldovan civil society organizations, lawmakers, and others as opportunities present themselves to continue efforts to improve legislation, regulations and policies that encourage the development of a vibrant civil sector.

Efforts under this component may include work towards:

- Amendments to the Law on Civic Associations, to facilitate the ease of registration and operation;
- Passage of Laws on Public Benefit and Non-Commercial Organizations, or similar amendments to existing legislation, to facilitate the possibilities for income generation;
- Amendments to the Tax Code, to provide incentives for private giving and exemptions for civil society organizations;
- Passage of the draft Percentage Law, which would allow individual and corporate donors to direct one or two percent of the taxes they have already paid to public benefit organizations;
- Development of a Law on Government Contracting for Services, which would allow government entities to contract with civil society organizations for the provision of services; and
- Passage of a Law on Volunteerism, which would facilitate the ability of civil society to engage non-paid staff.

The recipient should consider the achievements and lessons learned of recent programs implemented by UNDP and the European Center for Not-for Profit Law (ECNL), which addressed the legal environment for civil society in Moldova. A \$500,000, two-year initiative co-funded by Soros Moldova and UNDP, was completed in December 2008. In addition to building on this effort, the proposed program should also build upon the work of the European Centre for Not-for-Profit Law (ECNL), which has focused on developing the legal framework for civil society. This effort, funded by the European Commission, was also completed at the end of 2008.

Objective 4: Financial Sustainability through Training and Resource Diversification

Financial sustainability remains perhaps the biggest obstacle facing civil society in Moldova.

Moldova's score for financial viability on USAID's NGO Sustainability Index was 5.1 in 2008—its only score that falls below the range for mid-transition countries. The recipient shall endeavor to complement efforts under Component 3 to advocate for the passage of legislation to improve the financial environment for the third sector with activities to encourage the development of the sector's financial sustainability through several types of activities, including the following:

- *Training for NGOs.* As noted above, Moldovan NGOs continue to depend heavily on foreign donors as a source of financing. While this is due in part to the disadvantageous legal environment noted above, it is also the case that many NGOs lack the knowledge and skills to diversify their finances. Thus, the program will work to build the financial viability and sustainability of the third sector through technical assistance for the program's partner NGOs in areas including, but not limited to:
 - The efficient and transparent management of finances through the enhancement of financial and accounting practices and systems;
 - The establishment of social enterprises or for-fee services for income generation;
 - Improved fundraising skills;
 - Leveraging in-kind assistance from the public and private sectors;
 - Building public-private partnerships; and
 - The institution and collection of membership fees.
- *Encouraging corporate philanthropy in Moldova.* As discussed above, the cumbersome nature of current Moldovan tax legislation discourages corporate investment in the third sector. The program should build upon advocacy for legal reforms under Objective 3 by engaging with Moldovan private sector actors to further develop corporate social responsibility in Moldova and increase corporate grant making.
- *Building a culture of volunteerism.* There is a lack of a tradition of voluntary activity in Moldova. The recipient shall consider undertake activities to address this issue, through civic engagement campaigns and developing the capacity of Moldovan NGOs to attract and retain volunteers.
- *Building linkages with local governments.* While Moldovan law currently does not provide incentives for local governments to contract directly with local NGOs for the provision of services, three community foundations have already begun to support civic activity as well as the activities of local NGOs; the program should explore opportunities to expand community foundations across Moldova.
- *Public-private partnerships.* In recognition of the many changes in today's development assistance environment, and in the context of USAID's Global Development Alliance (GDA), USAID strongly encourages the formation of public-private alliances in the implementation of this program (more information on GDAs is in Section F below).

Other Activities and Windows of Opportunity

Additional activities may be warranted depending on availability of resources, developments in the sector, and/or unanticipated windows of opportunity. Other activities may be proposed by the applicant as new priorities or windows of opportunity develop.

D. Programmatic Approaches

The level of civil society development throughout Moldova varies greatly, and previous civil society programs have often focused on Chisinau-based NGOs. While many organizations outside the capital lack the organizational capacity of their Chisinau-based counterparts, regional organizations often demonstrate greater success in leveraging support from local businesses, cooperating with local authorities, and receiving local media coverage. Although they may not have the same access to international donors, they are often closer to their communities. The *Moldova Civil Society Strengthening Program* is intended to have nationwide reach, and the recipient shall assess at the outset regional differences in civil society development and the underlying reasons for them, and thereafter propose for the USAID AOTR's approval a plan by which the program will reach out to organizations outside Chisinau to ensure a more equitable distribution of technical assistance to help strengthen the reach and capacity of these organizations.

The *Moldova Civil Society Strengthening Program* will also include a specific emphasis on Transnistria. While organizations that are registered in Tiraspol are unable to access funds from national (Moldovan) or international donors, evidence suggests that civil society organizations in Transnistria have developed strong relationships with the communities they represent. The intent of the program is to seek ways to further develop the ability of Transnistrian civil society organizations to respond to the needs of local communities and mobilize local resources, with a preference for integrating activities in Transnistria throughout the program, where possible, instead of targeting organizations in Transnistria through a separate component. Due to concerns over interference or harassment, the recipient is advised to proceed carefully in Transnistria and avoid engagement on politically sensitive topics.

Donor coordination will also be an important aspect of the program. At present, a number of different organizations offer grants to civil society organizations in Moldova, including the U.S. Embassy's Democracy Commission, the IREX Community Participation Program, the Eurasia Foundation, the National Endowment for Democracy, the Soros Foundation, UNDP, UK Embassy/DFID, the Balkan Trust for Democracy, and the Black Sea Trust for Regional Cooperation and others. The recipient shall work closely with these grant programs to ensure synergies between the project-based financial assistance they provide with the technical assistance and related financing available under the program. It may seek agreement from other donors that they require or strongly encourage recipient organizations to receive technical assistance under the program before or as a condition to receiving their grant funds. In addition, the recipient may want to work with other donors, to initiate regular (monthly or bi-monthly) donor coordination meetings.

E. Linkages

The recipient shall seek out and take advantage of linkages with other USAID programs and sectors, in particular:

- the U.S. Embassy's Democracy Commission Small Grants Program, administered by the Embassy's Public Affairs Section, so that grantees may benefit from technical assistance;
- the Media Program in Moldova implemented by IREX, to foster cooperation between the media and civil society in an effort to raise public awareness of civil society issues and civil society achievements in addressing citizen concerns;
- the Internet Access and Training Program, to encourage the use of new technologies in targeting and mobilizing citizens;
- current political parties programs to build linkages between citizens, parties and civil society organizations at the local level; and
- current and planned economic growth programming, to build the capacity of civil society organizations working on economic issues and increase public-private partnerships.

OTHER CIVIL SOCIETY DONORS

Balkan Trust for Democracy – The Trust, based in Belgrade, is operated by the German Marshall Fund with funding from the U.S. Government, makes grants to indigenous organizations, including NGOs, media, governments and educational institutions in 10 countries, including Moldova. Grants focus in two major areas: improving linkages between citizens and government and promoting regional cooperation and collaboration. The Trust disbursed approximately \$2.8 million in grants for the region in FY 2007, with average grants in the range of \$20,000. Grant making began in 2003 and will continue for approximately 10 years.

Black Sea Trust – This new Trust operated by the German Marshall Fund (GMF), with funding from the USG, makes grants to indigenous organizations, including NGOs, media, and local governments, in nine countries including Moldova. The Trust will disburse approximately \$2 million in grants for the entire region each year, with average grants in the range of \$15-20K, and as high as \$75K. Grant making began in 2008 and continue for approximately 10 years.

Eurasia Foundation – The Eurasia Foundation is currently administering approximately \$200,000 in grant funds for activities related to the parliamentary elections scheduled for July 29, including voter education and mobilization as well as election observation. Eurasia are in the process of planning their post-electoral strategy; areas of focus could include focuses on citizen oversight, support to the National Participation Council, good governance of the civil society sector, energy efficiency and support for youth initiatives. The Eurasia Foundation in the process of registering as a local Moldovan organization and all Eurasia Foundation programs will be transferred to it when this occurs.

National Endowment for Democracy – The National Endowment for Democracy provides grant funding on a quarterly basis to organizations from Eastern Europe and worldwide. Grant application are evaluated as to how proposed programs fit within the Endowment's overall priorities, and factors

such as the urgency of a program, its relevance to specific needs and conditions in a particular country, and the democratic commitment and experience of the applicant are also considered.

Soros Foundation Moldova – Soros Foundation Moldova’s program focuses on good governance, rule of law, media and civil society initiatives, and collaborates with Moldovan civil society organizations across its programmatic areas. Areas of focus for civil society collaboration include monitoring of the public budgeting process and EU-Moldova relations. Soros’ civil society program includes a focus on improving civil society transparency and building civil society technical skills in advocacy.

Swedish International Development Agency – Swedish SIDA is the second largest bilateral donor in Moldova after the United States. SIDA’s strategic priorities in Moldova include a focus on support for good governance, including activities in Transnistria. SIDA are in the process of developing a new strategy, which will likely include support for media well as human rights and tolerance initiatives.

UNDP – UNDP’s civil society strengthening program ended in December 2008, though a new program is planned that will focus on supporting the implementation of the National Strategy for Civil Society, which was signed by the Government of Moldova in December 2008, and also support for the National NGO Forum, which will likely include ongoing support for changes to the legal enabling environment as well as for an NGO ethics code. UNDP has supported community foundations in Ungheni, Soroca and Cahul, each of which is likely to receive a \$30-40,000 endowment in March 2009.

US Government - In addition to USAID, other USG support in the civil society sector includes the Democracy Commission Small Grants program, which provides grants with an average size of maximum \$24,000 (programming a total of \$270,000 in FY 09)

Other International Donors. Several other international donors that provide support to NGOs operate in Moldova, including DFID, the Swiss Agency for Development and Cooperation (SDC), the Council of Europe and European Commission, OSCE and others.

F. Mandatory Factors

Gender – USAID’s commitment to advance gender equality and pursue gender as a key development issue should be fully reflected in this program.

According to the latest UNDP-funded Study on NGO Development in Moldova, the civil society sector enjoys an almost equal distribution of gender representation; approximately 55% of NGO employees are women and respectively 45% are men. In addition, about 51.6% of the volunteer workforce within NGOs and 53.2% of NGO members are women¹ However, USAID recognizes that although women’s participation in the third sector tends to be high, this does not necessarily reflect the role of women in Moldovan society at large.

Anti-Corruption – USAID’s Anti-Corruption Strategy, dated June 2005, emphasizes that “fighting the scourge of corruption is fundamental to advancing US foreign policy interests.” This Strategy charges

¹ Study on the development of the Nongovernmental Organizations in Moldova, 2007; pages 18 and 103
http://www.undp.md/publications/doc/Studiu_DSC.pdf

Missions with incorporating anti-corruption goals into all programs. Consequently, the applicant should demonstrate its approach to anti-corruption in its application. Potential activities could include, for example, increasing the transparency of civil society organizations, or working with civil society organizations working in the anti-corruption sphere to diversify their funding sources and improve their skills in mobilizing citizens.

Global Development Alliance (GDA) – In recognition of the many changes in today’s development assistance environment, USAID strongly encourages the formation of public-private alliances in the implementation of this program, as appropriate. Partnerships leverage resources, encourage broad participation and ownership, and improve the probabilities for sustainability. More information is available at http://www.usaid.gov/our_work/global_partnerships/gda/index.html

Official US Government assistance now accounts for only a minority share of the flow of resources from the US to developing and transitional countries. Foundations, private companies, non-governmental organizations and other entities have become increasingly active in financing development efforts in former CIS countries and elsewhere, and they are often looking for synergies with other similar programs. Promoting public-private alliances is an Agency priority.

Partners are encouraged to think innovatively and creatively about ways to draw forth significant non-federal resources, be they in cash or in kind, in order to more fully address the development challenges outlined in this statement of work, and to incorporate commitments to such resources in proposals to USAID. One criteria used to define a public-private alliance is a minimum of one-to-one leveraging of USAID’s resources with additional non-federal resources. While it is not possible to apply this standard to all activities, it is preferable whenever possible.

Public-private alliances are expected to bring together a coalition of organizations and individuals who will jointly define a problem, situation and solution, thereby capitalizing on the combined knowledge, skills and expertise of all partners. There are many opportunities for innovative partnering with a wide range of groups not normally brought into the world of development assistance (e.g. volunteer groups, international NGOs, high-net worth individuals, private or family foundations, multinationals, local organizations and businesses etc). Areas of particular interest may include, but are not limited to, alliances which support capacity building, experiential learning, technical exchanges and/or internships. They may also address the professional, academic and business community in their interactions with the third sector.

G. Performance Monitoring Plan and Evaluation

The application should contain an illustrative Performance Monitoring and Evaluation Plan (PMEP) for the indicators proposed in Section IV. B. Objectives and Expected Results of the Program Description (several illustrative indicators are listed).

Within 60 days of the signing of Cooperative Agreement, the Recipient will present a detailed Performance Monitoring and Evaluation Plan (PMEP), which establishes specific impact indicators, targets and progress benchmarks for the life of the award. The PMEP should include a comprehensive strategy for monitoring and reporting progress made towards program objectives. The PMEP should also discuss a timetable for regular portfolio reviews. PMEP data should meet reasonable quality

criteria of validity, reliability, timeliness, precision and integrity, and be disaggregated by gender wherever possible. The PMEP is subject to final approval by USAID.

An effective PMEP is built upon outcome-based objectives. For each objective, an appropriate number of outcome-oriented, quantitative and qualitative indicators should be identified in addition to those stipulated above in section IV.B of the Program Description. The PMEP must include interim indicators to track incremental progress on results. For each indicator, the following information shall be provided:

1. Data source
2. Means of data collection/frequency of data collection
3. Baseline
4. Annual target
5. Progress to date

Progress as monitored through the indicators and other reports should be aggregated at the program goal level to provide information on a limited number of relevant standard indicators from the Foreign Assistance Framework (FAF), Objective Governing Justly and Democratically (GJD – 2), Program Area Civil Society (2.4), Program Element Civic Participation (2.4.1). The selected applicant shall set up annual targets, collect actual data and report on following FAF standard indicators based on the fiscal year calendar:

- Number of CSOs using USG assistance to improve internal organizational capacity;
- Number of positive modifications to enabling legislation/regulation for civil society accomplished with USG assistance;
- Number of CSO advocacy campaigns supported by the USG;
- Number of policies that have been influenced by CSOs;
- Number of positive modifications to enabling legislation/regulation for civil society accomplished with USG assistance; and
- Number of USG assisted CSOs that engage in advocacy and watchdog functions.

All information collected for the PMEP shall be compiled and submitted to USAID in the *Moldova Civil Society Strengthening Program* annual and final reports.

The selected applicant may also be expected to gather data for USAID's annual NGO Sustainability Index for Europe and Eurasia.

USAID may organize and carry out an independent evaluation of this project. The evaluation may be formative, summative, or impact-based. It is expected that the implementing partner(s) will cooperate fully with USAID and the evaluation team to ensure that the evaluation accurately reflects program processes, results, outcomes, and/or impacts.

V. PROGRAM REPORTING

The Recipient will provide the following reports to the USAID Agreement Officer (AO), and Agreement Officer Technical Representative (AOTR) as specified below, in accordance with 22 CFR 226.51 and 226.52 and the Substantial Involvement provisions.

a. Initial Implementation Plan

Within 60 days of the signing of Cooperative Agreement, the Recipient will present an annual implementation plan for USAID (the AO and AOTR) review and feedback within three weeks of receipt. The Recipient shall incorporate USAID comments and changes and submit a revised implementation plan within 15 days. The AO will provide written approval upon finalization of the implementation plan. The work plan should be action oriented, delineated by calendar quarter, and linked to each goal and objective of the award. The implementation plan should include a list of the tasks to be completed during the year, grouped under the objective that they seek to support. For each task, the awardee should 1) explain in brief its connection to the objective; 2) define the necessary steps to complete the tasks; 3) assign responsibilities for completing those steps; 4) provide any quantitative or qualitative targets (e.g. number of NGOs to be trained); and 5) a timeline for the implementation of the task. The plan should indicate the legal/regulatory issues that the awardee will target for that year.

b. Annual Implementation Plans

Annual implementation plans for subsequent years are due to USAID 60 days before the end of the preceding award year (two hard copies and an electronic copy). Annual implementation plans should include all the sections as the initial implementation plan discussed above. In addition, the subsequent annual implementation plans shall review the activities of the year that is ending, the activities that were implemented, the results achieved, and problems encountered and how they were resolved. These subsequent annual plans shall propose program adjustments to reflect any lessons learned. As with the first annual plan, USAID will review the plan and provide comments and recommendations for changes no later than three weeks after receipt of the draft. The recipient shall incorporate USAID comments and recommendations into the final version of implementation plan and submit for AO written approval within 15 days. All substantial changes in implementation plans require prior written approval of the AO.

c. Monthly Activity Schedule

The recipient shall submit (electronically) to the AOTR by the 20th calendar day of each month, a calendar of planned events for the upcoming month. USAID will post events on the Mission's website, as appropriate, and use the monthly calendar to plan site visits in a timely manner.

d. Quarterly Financial Reports

Pursuant to 22 CFR 226.52, USAID intends to require quarterly financial reporting (unless the conditions described in 22 CFR 226.52(iv) exist). The financial reporting forms to be used by the recipient will be specified in the award.

e. Quarterly Performance Reports

Pursuant to 22 CFR 226.51, the Recipient shall submit quarterly performance reports (two hard copies and an electronic copy) to the AO and AOTR within 30 days of the end of the previous quarter. These reports shall summarize the outcomes of the Recipient's activities during the particular reporting period, document any program accomplishments or progress towards results during the reporting period, compare those results to the planned tasks in the implementation plan and the PMEP, and discuss any potential constraints that might prevent the Recipient from meeting agreed upon targets and benchmarks. Reports should also contain, as an attachment, a list of all sub awards issued during the reporting period. The list should contain the name and contact information for each sub-recipient, the title and duration of the project, the amount of the award, and a brief description of the project.

The fourth quarterly report of each fiscal year should include any *annual* data on the agreed-upon performance indicators as well as any additional qualitative information that demonstrates the results achieved vis-à-vis the project's objectives during the reporting period. The second semi-annual reports shall be due by September 30 of each year.

f. Final Report

Pursuant to 22 CFR 226.51(b), a final performance report (two hard copies and one electronic) will be required under this award. A draft final report is due to USAID 45 days before the end of the award. USAID will review and comment within 30 days of receipt. The final report for the entire award period will be delivered to USAID within 15 days after the estimated completion date and will:

- Contain an overall description of the activities under the Program during the period of this Cooperative Agreement, and the significance of these activities;
- Describe the methods of assistance used and the pros and cons of these methods;
- Present life-of-project results towards achieving the project objectives and the performance indicators, as well as an analysis of how the indicators illustrate the project's impact on the development of civil society in Moldova;
- Summarize the program's accomplishments related to the strengthening the development of civil society in Moldova, as well as any unmet targets and the reasons for them;
- Elaborate the issues and problems that emerged during program implementation and the lessons learned in dealing with them; and
- Provide comments and recommendations regarding unfinished work and/or future needs and directions for further strengthen civil society in Moldova as well as recommendations for what issues no longer require donor assistance.

VI. KEY PERSONNEL

Key personnel are those considered to be essential to the work being performed under this cooperative agreement. Key personnel and changes to key personnel are subject to approval by the USAID AOTR prior to their employment under this award. USAID has determined that key personnel positions under this award will include:

Chief of Party
Deputy Chief of Party

The Chief of Party will provide leadership, vision and direction for the implementation of all program components - training, technical assistance, institutional support - and ensure that all proposed program objectives and targets are achieved. He or she will manage and develop local staff, including all long and short-term domestic/ international trainers, consultants and subcontractors, provide training and technical assistance related to civil society development, develop and monitor program implementation plans, performance monitoring plans and all other required reports, provide briefings and analysis to USAID on sectoral issues, maintain effective relations and coordination with other donors, local and international partners, collaborate with implementing partners to coordinate efforts and share results, and serve as primary liaison with USAID and Moldovan counterparts.

The Deputy Chief of Party will assist the Chief of Party in managing and monitoring all program components - training, technical assistance, and institutional support, provide management oversight of all local staff and assist in managing office operations, support the Chief of Party in overseeing the quality, cost effectiveness, and timeliness of performance of all work to ensure that the project meets proposed objectives and targets, collaborate with implementing partners to coordinate efforts and share results, and represent the program to USAID and other constituents, as needed.

Key personnel must be well organized, able to work independently, skilled at handling multiple tasks, diplomatic, and able to adhere to deadlines. Specific qualifications include English-language fluency; specific experience managing donor-funded civil society development projects, especially USG-funded project management experience; demonstrated understanding of the political and economic situation in Moldova; excellent interpersonal skills and the ability to work on a multi-national team; and a Master's degree or equivalent work experience.

VII. SUBSTANTIAL INVOLVEMENT

USAID/ Moldova considers that collaboration with the awardee is crucial for the successful implementation of this program. Substantial involvement under the proposed award shall include the following:

- a) Approval of the initial and annual implementation plans, including the PMEP by the AOTR. Any significant changes to the approved implementation plan or the PMEP will require additional approval by the AO;
- b) Approval of key personnel by the AOTR; and
- c) Approval by AOTR of the recipient's selection of sub-grants, including solicitation, selection criteria and evaluation process and modifications to sub-grants.

As stated, the AOTR is empowered to approve requests pertaining to the matters described above (e.g., implementation plans, key personnel, and sub-grant evaluation and selection); however, the awardee shall provide electronic copies of such requests, along with supporting documentation, to the Agreement Officer.

VIII. ADDITIONAL CONSIDERATIONS

In responding to this RFA, potential applicants should bear in mind the following considerations:

a. Need for Coordination and Substantive Collaboration

As this project will likely involve cross-cutting issues and multidisciplinary partners, coordination and team work are of paramount importance. Issues to be considered include: collaboration among local and international partners; what relationships in terms of delegation of authority and accountability does the applicant foresee between its office in Chisinau and partners outside of the capital, how the applicant envisions its role in working with partners (local and international) in planning, developing, implementing, monitoring and evaluating intervention activities; and how the applicant envisions its interrelations with other USAID implementing partners in Moldova.

b. Authorized Geographic Code

The authorized Geographic Codes for procurement of goods and services under the proposed award are 000 (United States) and 110 (NIS), i.e., Eurasia Region, per ADS 260.

As provided for in 22 CFR 228.02, the criteria for source and origin waivers for assistance provided under the FREEDOM Support Act are stated in section 498B(h)(2) of the Foreign Assistance Act of 1961, subject to any further restrictions imposed by agreement or regulation. The basic criteria in section 498B(h)(2) are: (A) the provision of the assistance requires commodities or services of a type that are not produced in and available for purchase in any country specified in the authorized Geographic Codes; or (B) that procurement in another country is necessary to meet unforeseen circumstances -- such as emergency situations -- where it is important to permit procurement in a country not specified in the authorized Geographic Codes, or to promote efficiency in the use of United States foreign assistance resources, including to avoid impairment of foreign assistance objectives. An additional requirement for waivers of type (A) to countries in Code 935 is that the commodities or services are also of a type that are not produced in and available for purchase in any country specified in Code 941.

c. Third Country Participant Training

A limited blanket waiver signed by the Mission Director is in effect through February 14, 2010 which allows participant training to take place in all countries included in Geographic Code 110 (Newly Independent States) and in all Eastern European countries, specifically: Lithuania, Latvia, Estonia, Poland, the Czech Republic, the Slovak Republic, Croatia, Slovenia, Romania, Albania, Serbia, Bosnia and Herzegovina, Bulgaria, Macedonia, Montenegro and Hungary when a training event meets the three criteria contained in the waiver. Any training not covered by the limited blanket waiver, i.e., training in Western Europe, will require a waiver.

d. Prohibition on Support to Organizations Associated With Terrorism

The Recipient is reminded that U.S. Executive Orders and U.S. law prohibit transactions with, and the provision of resources and support to, individuals and organizations associated with terrorism. It is the

legal responsibility of the Recipient to ensure compliance with these Executive Orders and laws. This provision must be included in all subcontracts/subawards issued under this agreement.

The names of individuals and entities designated as being associated with terrorism can be found at the web site of the Office of Foreign Assets Control within the Department of Treasury at:
<http://treasury.gov/ofac>.

SECTION D - CERTIFICATIONS, ASSURANCES OF APPLICANTS

U.S. AGENCY FOR INTERNATIONAL DEVELOPMENT

CERTIFICATIONS, ASSURANCES, AND OTHER STATEMENTS OF APPLICANTS [1][2]

[To be submitted as part of an Applicant's cost volume. To be signed by an authorized agent of the applicant at the end of this Section D.]

PART I - CERTIFICATIONS AND ASSURANCES**1. ASSURANCE OF COMPLIANCE WITH LAWS AND REGULATIONS GOVERNING NON-DISCRIMINATION IN FEDERALLY ASSISTED PROGRAMS**

(a) The recipient hereby assures that no person in the United States shall, on the bases set forth below, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under, any program or activity receiving financial assistance from USAID, and that with respect to the grant for which application is being made, it will comply with the requirements of:

(1) Title VI of the Civil Rights Act of 1964 (Pub. L. 88-352, 42 U.S.C. 2000-d), which prohibits discrimination on the basis of race, color or national origin, in programs and activities receiving Federal financial assistance;

(2) Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), which prohibits discrimination on the basis of handicap in programs and activities receiving Federal financial assistance;

(3) The Age Discrimination Act of 1975, as amended (Pub. L. 95-478), which prohibits discrimination based on age in the delivery of services and benefits supported with Federal funds;

(4) Title IX of the Education Amendments of 1972 (20 U.S.C. 1681, et seq.), which prohibits discrimination on the basis of sex in education programs and activities receiving Federal financial assistance (whether or not the programs or activities are offered or sponsored by an educational institution); and

(5) USAID regulations implementing the above nondiscrimination laws, set forth in Chapter II of Title 22 of the Code of Federal Regulations.

(b) If the recipient is an institution of higher education, the Assurances given herein extend to admission practices and to all other practices relating to the treatment of students or clients of the institution, or relating to the opportunity to participate in the provision of services or other benefits to such individuals, and shall be applicable to the entire institution unless the recipient establishes to the satisfaction of the USAID Administrator that the institution's practices in designated parts or

programs of the institution will in no way affect its practices in the program of the institution for which financial assistance is sought, or the beneficiaries of, or participants in, such programs.

(c) This assurance is given in consideration of and for the purpose of obtaining any and all Federal grants, loans, contracts, property, discounts, or other Federal financial assistance extended after the date hereof to the recipient by the Agency, including installment payments after such date on account of applications for Federal financial assistance which were approved before such date. The recipient recognizes and agrees that such Federal financial assistance will be extended in reliance on the representations and agreements made in this Assurance, and that the United States shall have the right to seek judicial enforcement of this Assurance. This Assurance is binding on the recipient, its successors, transferees, and assignees, and the person or persons whose signatures appear below are authorized to sign this Assurance on behalf of the recipient.

2. CERTIFICATION REGARDING LOBBYING

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, United States Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Statement for Loan Guarantees and Loan Insurance

The undersigned states, to the best of his or her knowledge and belief, that: If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee

of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions. Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

3. KEY INDIVIDUAL CERTIFICATION NARCOTICS OFFENSES AND DRUG TRAFFICKING

I hereby certify that within the last ten years:

1. I have not been convicted of a violation of, or a conspiracy to violate, any law or regulation of the United States or any other country concerning narcotic or psychotropic drugs or other controlled substances.
2. I am not and have not been an illicit trafficker in any such drug or controlled substance.
3. I am not and have not been a knowing assistor, abettor, conspirator, or colluder with others in the illicit trafficking in any such drug or substance.

Signature: _____

Date: _____

Name: _____

Title/Position: _____

Organization: _____

Address: _____

Date of Birth: _____

NOTICE:

1. You are required to sign this Certification under the provisions of 22 CFR Part 140, Prohibition on Assistance to Drug Traffickers. These regulations were issued by the Department of State and require that certain key individuals of organizations must sign this Certification.

2. If you make a false Certification you are subject to U.S. criminal prosecution under 18 U.S.C. 1001.

4. CERTIFICATION REGARDING TERRORIST FINANCING

By signing and submitting this application, the prospective recipient provides the certification set out below:

1. The Recipient, to the best of its current knowledge, did not provide, within the previous ten years, and will take all reasonable steps to ensure that it does not and will not knowingly provide, material support or resources to any individual or entity that commits, attempts to commit, advocates, facilitates, or participates in terrorist acts, or has committed, attempted to commit, facilitated, or participated in terrorist acts, as that term is defined in paragraph 3.

2. The following steps may enable the Recipient to comply with its obligations under paragraph 1:

a. Before providing any material support or resources to an individual or entity, the Recipient will verify that the individual or entity does not (i) appear on the master list of Specially Designated Nationals and Blocked Persons, which list is maintained by the U.S. Treasury's Office of Foreign Assets Control (OFAC) and is available online at OFAC's website: <http://www.treas.gov/offices/eotffc/ofac/sdn/t11sdn.pdf>, or (ii) is not included in any supplementary information concerning prohibited individuals or entities that may be provided by USAID to the Recipient.

b. Before providing any material support or resources to an individual or entity, the Recipient also will verify that the individual or entity has not been designated by the United Nations Security (UNSC) sanctions committee established under UNSC Resolution 1267 (1999) (the "1267 Committee") [individuals and entities linked to the Taliban, Usama bin Laden, or the Al Qaida Organization]. To determine whether there has been a published designation of an individual or entity by the 1267 Committee, the Recipient should refer to the consolidated list available online at the Committee's website: <http://www.un.org/Docs/sc/committees/1267/1267ListEng.htm>.

c. Before providing any material support or resources to an individual or entity, the Recipient will consider all information about that individual or entity of which it is aware and all public information that is reasonably available to it or of which it should be aware.

d. The Recipient also will implement reasonable monitoring and oversight procedures to safeguard against assistance being diverted to support terrorist activity.

3. For purposes of this Certification-

a. "Material support and resources" means currency or monetary instruments or financial securities, financial services, lodging, training, expert advice or assistance, safehouses, false documentation or identification, communications equipment, facilities, weapons, lethal substances, explosives, personnel, transportation, and other physical assets, except medicine or religious materials."

b. "Terrorist act" means-

(i) an act prohibited pursuant to one of the 12 United Nations Conventions and Protocols related to terrorism (see UN terrorism conventions Internet site:

<http://untreaty.un.org/English/Terrorism.asp>); or

(ii) an act of premeditated, politically motivated violence perpetrated against noncombatant targets by subnational groups or clandestine agents; or

(iii) any other act intended to cause death or serious bodily injury to a civilian, or to any other person not taking an active part in hostilities in a situation of armed conflict, when the purpose of such act, by its nature or context, is to intimidate a population, or to compel a government or an international organization to do or to abstain from doing any act.

c. "Entity" means a partnership, association, corporation, or other organization, group or subgroup.

d. References in this Certification to the provision of material support and resources shall not be deemed to include the furnishing of USAID funds or USAID-financed commodities to the ultimate beneficiaries of USAID assistance, such as recipients of food, medical care, micro-enterprise loans, shelter, etc., unless the Recipient has reason to believe that one or more of these beneficiaries commits, attempts to commit, advocates, facilitates, or participates in terrorist acts, or has committed, attempted to commit, facilitated or participated in terrorist acts.

e. The Recipient's obligations under paragraph 1 are not applicable to the procurement of goods and/or services by the Recipient that are acquired in the ordinary course of business through contract or purchase, e.g., utilities, rents, office supplies, gasoline, etc., unless the Recipient has reason to believe that a vendor or supplier of such goods and services commits, attempts to commit, advocates, facilitates, or participates in terrorist acts, or has committed, attempted to commit, facilitated or participated in terrorist acts.

This Certification is an express term and condition of any agreement issued as a result of this application, and any violation of it shall be grounds for unilateral termination of the agreement by USAID prior to the end of its term.

Signed: _____

Name and Title: _____

Name of Organization: _____

Date: _____

5. SURVEY ON ENSURING EQUAL OPPORTUNITY FOR APPLICANTS

<http://www.usaid.gov/forms/surveyeo.doc> contains a survey on ensuring equal opportunity for applicants. The applicant's completion of the survey is voluntary. The absence of a completed survey in an application may not be a basis upon which the application is determined incomplete or non-responsive. Applicants who volunteer to complete and submit the survey under a competitive or non-

competitive action are instructed within the text of the survey to submit it as part of the application process; applicants who chose to submit the survey shall include it in the technical application in the “annexes” section.

PART II - OTHER STATEMENTS OF RECIPIENT

1. AUTHORIZED INDIVIDUALS

The recipient represents that the following persons are authorized to negotiate on its behalf with the Government and to bind the recipient in connection with this application or grant:

Name	Title	Telephone No.	Facsimile No.	Email Address
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2. TAXPAYER IDENTIFICATION NUMBER (TIN)

If the recipient is a U.S. organization, or a foreign organization which has income effectively connected with the conduct of activities in the U.S. or has an office or a place of business or a fiscal paying agent in the U.S., please indicate the recipient's TIN:

TIN: _____

3. CONTRACTOR IDENTIFICATION NUMBER - DATA UNIVERSAL NUMBERING SYSTEM (DUNS) NUMBER

(a) In the space provided at the end of this provision, the recipient should supply the Data Universal Numbering System (DUNS) number applicable to that name and address. Recipients should take care to report the the number that identifies the recipient's name and address exactly as stated in the application.

(b) The DUNS is a 9-digit number assigned by Dun and Bradstreet Information Services. If the recipient does not have a DUNS number, the recipient should call Dun and Bradstreet directly at 1-800-333-0505. A DUNS number will be provided immediately by telephone at no charge to the recipient. The recipient should be prepared to provide the following information:

- (1) Recipient's name.
- (2) Recipient's address.
- (3) Recipient's telephone number.
- (4) Line of business.
- (5) Chief executive officer/key manager.
- (6) Date the organization was started.
- (7) Number of people employed by the recipient.
- (8) Company affiliation.

(c) Recipients located outside the United States may obtain the location and phone number of the local Dun and Bradstreet Information Services office from the Internet Home Page at

<http://www.dbisna.com/dbis/customer/custlist.htm>. If an offeror is unable to locate a local service center, it may send an e-mail to Dun and Bradstreet at globalinfo@dbisma.com. The DUNS system is distinct from the Federal Taxpayer Identification Number (TIN) system.

DUNS: _____

4. LETTER OF CREDIT (LOC) NUMBER

If the recipient has an existing Letter of Credit (LOC) with USAID or another US federal agency, please indicate the LOC number:

LOC: _____

5. PROCUREMENT INFORMATION

(a) Applicability. This applies to the procurement of goods and services planned by the recipient (i.e., contracts, purchase orders, etc.) from a supplier of goods or services for the direct use or benefit of the recipient in conducting the program supported by the grant, and not to assistance provided by the recipient (i.e., a subgrant or subagreement) to a subgrantee's sub Recipient or subrecipient in support of the subgrantee's sub Recipient's or subrecipient's program. Provision by the recipient of the requested information does not, in and of itself, constitute USAID approval.

(b) Amount of Procurement. Please indicate the total estimated dollar amount of goods and services which the recipient plans to purchase under the grant

\$ _____

(c) Nonexpendable Property. If the recipient plans to purchase nonexpendable equipment which would require the approval of the Agreement Officer, please indicate below (using a continuation page, as necessary) the types, quantities of each, and estimated unit costs. [Note that the authorized geographic code under the resulting award will be 000:]

Nonexpendable equipment for which the Agreement Officer's approval to purchase is required is any article of nonexpendable tangible personal property charged directly to the grant, having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit.

TYPE/DESCRIPTION(Generic)	QUANTITY	ESTIMATED UNIT COST
---------------------------	----------	---------------------

6. TYPE OF ORGANIZATION

The recipient, by checking the applicable box, represents that -

(a) If the recipient is a U.S. entity, it operates as a corporation incorporated under the laws of the State of _____, an individual, a partnership, a nongovernmental nonprofit

organization, [] a state or local governmental organization, [] a private college or university, [] a public college or university, [] an international organization, or [] a joint venture; or

- a. If the recipient is a non-U.S. entity, it operates as [] a corporation organized under the laws of _____ (country), [] an individual, [] a partnership, [] a nongovernmental nonprofit organization, [] a nongovernmental educational institution, [] a governmental organization, [] an international organization, or [] a joint venture.

7. CERTIFICATION OF RECIPIENT

The recipient certifies that it has reviewed and is familiar with the proposed cooperative agreement format (included in section E as attachment 2) and the regulations applicable thereto, and that it agrees to comply with all such regulations.

Solicitation (RFA) No. _____

Application/Proposal No. _____

Date of Application/Proposal _____

Name of Recipient _____

Typed Name and Title _____

Signature _____ Date _____

SECTION E - ANNEXES

A Analytical/Consultation Resources

1. Strategic Plan: Fiscal Years 2007-2012. Transformational Diplomacy. U.S. Department of State. U.S. Agency for International Development
http://www.usaid.gov/policy/coordination/stratplan_fy07-12.html
2. EU Country Strategy Paper (CSP) for Moldova 2007-2013
http://ec.europa.eu/world/enp/pdf/country/enpi_csp_moldova_en.pdf
3. EU-Moldova Action Plan
http://ec.europa.eu/world/enp/pdf/action_plans/moldova_enp_ap_final_en.pdf
4. 2008 Freedom House Nations in Transit Report
<http://www.freedomhouse.org/template.cfm?page=47&nit=461&year=2008>
5. 2007 NGO Sustainability Index Report
http://www.usaid.gov/locations/europe_eurasia/dem_gov/ngoindex/2007/
6. 2008 Media Sustainability Index Report http://www.irex.org/programs/MSI_EUR/index.asp
7. 2008 Human Rights Report for Moldova <http://www.state.gov/g/drl/rls/hrrpt/2008/eur/119093.htm>
8. Supporting Human Rights and Democracy: The U.S. Record 2006.
<http://www.state.gov/g/drl/rls/shrd/2006/>

B Cost Application Format

	<u>Yr. 1</u>	<u>Yr. 2</u>	<u>Yr. 3</u>	<u>Total</u>
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LABOR

US
CCNs/TCNs
Consultants

TOTAL LABOR:

Fringe Benefits

TRAVEL

International

In-Country

TOTAL TRAVEL:

OTHER DIRECT COSTS

Program Related costs (ex. Training Capacity Building)

Office Expenses (including equipment)

Other costs

TOTAL OTHER DIRECT COST:

Indirect Costs:

TOTAL ESTIMATED COST:

Cost Share:

TOTAL PROGRAM:

C. Environmental Compliance Facesheet (attached)



**ENVIRONMENTAL COMPLIANCE FACESHEET
& REQUEST FOR NEGATIVE DETERMINATION**

Program Objective: (2) Governing Justly & Democratically
Program Area: (2.4) Civil Society
Program Element: (2.4.1) Civic Participation
Title of Activity: Moldova Civil Society Strengthening Program
Country/Region: Moldova/E&E
Funding Period: October 1, 2009 – September 30, 2012
FSA Funds: US \$4,500,000
Statement Prepared by: Diana Cazacu, Project Management Specialist
 Ina Pislaru, Project Management Specialist (AOTR)

Date: April 15, 2009

IEE Amendment? Yes No

Environmental and/or Human Health Potentially Impacted (check all that apply):

Air Water Land Biodiversity Human health Other None

Environmental Action(s) Recommended (check all that apply):

1. *Categorical Exclusion(s)*

2. *Negative Determination (conditional):*

The implementing partner will encourage assisted and influenced civil society organizations to consider community environmental concerns and address them in the most effective way. The implementing partner will provide USAID with evidence that the recipient organization(s) followed all applicable environmental laws. For the limited procurement of office equipment (computers, printers, etc), a conditional negative determination requires that such equipment will be properly disposed of at the end of its useful life in a manner consistent with best management practices. USAID Contracting Officer will specify this wording in USAID agreement.

1. Summary of Findings:

The purpose of the Moldova Civil Society Strengthening Program is to strengthen representative democracy in Moldova through support for a constituent-driven, financially viable civil society.

The proposed program shifts from previous donor-driven approaches to civil society assistance to a focus on the provision of hands-on, on-site technical assistance towards:

- Strengthening the legal and fiscal framework for the civil society
- Promoting the diversification of financial resources available to civil society organizations (CSOs)
- Enhancing the skills of CSOs to effectively represent citizen interests
- Improving the governance and management of CSOs.

It is envisioned that technical assistance will follow a two-track method in which 1) CSOs will competitively apply to receive on-site mentoring in targeted areas and 2) the program will coordinate with other donors to provide related institutional and programmatic grant support to selected CSOs.

Expected results include the passage and implementation of key laws and regulations necessary for a sustainable civil society, a wider pool of CSOs benefiting from multiple funding sources, and an increased

number of CSOs demonstrating the ability to respond to the needs of citizens and earn the support of individuals, businesses, and the government.

USAID funds will be used to cover costs of technical consultations, trainings, travel and salaries of project personnel, office rent and equipment, institutional and programmatic needs of assisted CSOs.

2. Justification for Categorical Exclusion and Negative Determination with Conditions:

Pursuant to 22 CFR 216(c)(3), the originator of the action has determined that most of the USAID support under these programs consist of types of interventions entirely within the categories listed in paragraph (c)(2) of Section 216.2 of Title 22 CFR 216, and therefore are categorically excluded from any further environmental review requirements. The originator of the proposed action has further determined that the proposed activities are fully within the following classes of actions:

- Education, technical assistance, or training programs except to the extent such programs include activities directly affecting the environment (such as construction of facilities, etc). [22CFR 216.2(c)(2)(i)];
- Analyses, studies, academic or research workshops and meetings. [22 CFR 216.2(c)(2)(iii)];
- Document and information transfers. [22 CFR 216.2(c)(2)(v)];
- Studies, projects or programs intended to develop the capability of recipient countries to engage in development planning, except to the extent designed to result in activities directly affecting the environment (such as construction of facilities, etc). [22 CFR 216.2(c)(2)(xiv)].

As per 22 CFR 216.2(c)(1), neither an initial environmental examination nor an environmental assessment is required for an action which is determined to fall within one or more of the categories listed at 22 CFR 216.2(c)(2).

Pursuant to 22 CFR 216.3(a)(2)(i), the originator of the proposed activities recommends a conditional negative determination with the following condition - the implementing partner will encourage assisted and influenced civil society organizations to consider community environmental concerns and address them in the most effective way. The implementing partner will provide USAID with evidence that the recipient organization(s) followed all applicable environmental laws. For the limited procurement of office equipment (computers, printers, etc), a conditional negative determination requires that such equipment will be properly disposed of at the end of its useful life in a manner consistent with best management practices. USAID Contracting Officer will specify this wording in USAID agreement.

Limitations of the IEE:

This IEE does not cover activities involving:

- Assistance for the procurement (including payment in kind, donations, guarantees of credit or use including handling, transport, fuel for transport, storage, mixing, loading, application, clean up of spray equipment, and disposal) of pesticides or activities involving procurement, transport, use, storage, or disposal of toxic materials. Pesticides, cover all insecticides, fungicides, rodenticides, etc. covered under FIFRA – “Federal Insecticide, Fungicide, and Rodenticide Act”
- Construction, reconstruction, rehabilitation, or renovation work
- Activities involving support to agro-processing, industrial enterprises, and regulatory permitting.
- Procurement or use of genetically modified organisms (GMOs)
- DCA or GDA programs

Any of these actions would require an amendment to the IEE approved by E&E/BEO.

3. Revisions:

Pursuant to 22 CFR 216.3(a)(9), if new information becomes available which indicates that activities might be considered "major" and their effect "significant", or additional activities are proposed that might be considered as "major" and their effect "significant", this determination will be reviewed and revised by the originator of the action and submitted to the E&E Bureau Environmental Officer for approval and, if appropriate, an environmental assessment will be prepared.

USAID APPROVAL OF ENVIRONMENTAL ACTION(S) RECOMMENDED:

Clearance:

Mission Director: [Signature] Date: 5/13/09
Janina Jaruzelski

Concurrence:

Bureau Environmental Officer: [Signature] Date: 05/21/09
Mohammad Latif

Approved: ✓ Disapproved: _____

Additional Clearances:

Acting Deputy Mission Director: [Signature] Date: 5/13/09
Leslie Perry

FOR Regional Legal Advisor: cleared by e-mail (attached) Date: May 11, 2009
Milan Pavlovic

Country Program Officer: _____ Date: 22 APR 2009
Gary Linden

Mission Environmental Officer: [Signature] Date: 04/22/09
Peter Luzik